

MADERA COUNTY

ASSISTANT COUNTY COUNSEL

DEFINITION

Under administrative direction, to assist in planning, directing, managing, and overseeing the functions, operations, and programs of the County Counsel's Office; to provide a variety of professional legal services to the County through the County Counsel's office; to serve as County Counsel in the County Counsel's absence; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, administrative, and secretarial staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in planning, directing, managing, and overseeing the operations of the County Counsel's Office; researches and writes legal opinions; may act as trial advocate in civil litigation; confers with and advises boards, commissions, special districts, and County staff on legal matters; prepares drafts of contracts, notices, ordinances, resolutions, and other legal documents and instruments; researches and drafts pleadings and motions for County civil cases; prepares and responds to discovery in civil cases; prepares appellate briefs for cases on appeal; appears at administrative law hearings; handles estates and conservatorships; prepares civil cases; consults with other County Counsel staff on questions of evidence, law, and procedure related to specific legal problems; prosecutes actions for the County, Board of Supervisors, County officials, and special districts; defends claims and legal actions filed against the County and other local government entities; prepares and conducts proceedings for the acquisition of land by condemnation or purchase; reviews final subdivision maps, parcel maps, and lot line adjustments for legal sufficiency; researches and prepares subdivision improvement agreements, grant agreements, and other land agreements; serves as Counsel for assigned County departments and other local government entities; provides some work direction for other staff and assists in training new staff involved in the work of the office; serves as legal advisor to the Board of Supervisors and fulfills functions the of the County Counsel in the County Counsel's absence.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics and functions of the County Counsel's Office including duties, powers, limitations, and authorities of the County and of the County Counsel.
- Principles of civil, constitutional, and administrative law.
- Judicial procedures and the rules of evidence.
- Principles, practices, methods, and materials of legal research.
- Legal procedures and documents used in court cases.
- Precedent decisions impacting County operations.
- County ordinances and rules.
- Principles and practices of supervision, training, and performance evaluation.
- Statutes and codes applicable to California public agencies.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Assist in planning, directing, managing, and overseeing the functions and activities of the County Counsel's Office.

Supervise, train, and evaluate the work of assigned staff.

Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze and appraise a variety of legal documents and instruments.

Draft legal documents such as ordinances, resolutions, statutes, contracts, and notices.

Present statements of fact, law, and argument clearly and logically in written and oral form.

Deal tactfully and courteously with others when representing local government interests and the County Counsel's Office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible legal experience including two years comparable to that of a Senior Deputy County Counsel with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar Association.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995